



**Barbers Hill  
Independent School District**

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**Laptop  
2011-12**

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## **Program Policies at a Glance**

**The \$50 laptop insurance fee covers the cost of replacing the laptop in case of theft (minus the deductible).**

***IT DOES NOT COVER THE COST OF DAMAGE/REPAIR  
DUE TO STUDENT MISUSE!***

### **New Policies for 2011-12 School Year**

1. Laptops left in teacher's classrooms or in lockers will be deemed abandoned and will be picked up. They will not be reissued.
2. A failure to carry a school assigned laptop in a school assigned back will result in 3 days of detention.
3. Students taking laptops to the athletic area must secure laptops in a locker with a lock. Failure to do so constitutes negligence and is not covered by insurance.
4. Intentionally filing a false police report regarding the theft of laptop will result in both legal and disciplinary action.

### **Continuing Policies**

1. If laptop components are lost, they must be replaced THRU the school. Students may not bring their own replacement parts.
2. Students must clear fines in 30 days. If not, students will be billed for the full cost of the repairs rather than fees only.
3. Student may not loan laptops components to other students for any reason. If they do so, they are responsible for any fees, fines, or losses.
4. All power chargers are assigned by serial numbers. If a charger is turned in that does not match the database, it will not be accepted and students are responsible for the replacement cost. Students cannot supply a replacement charger, they must be purchased through the school.
5. If students are disciplined for software violations, it is their responsibility to remove the offending software, not the technology department.
6. No external books, folders, or items may be carried in backpacks. **LAPTOPS ONLY!**
7. Do not connect IPODs or IPHONES to the district network. Units discovered connected will be confiscated.
8. No external media (USB drives, ipods, etc.) may be used to

### Terms of the Laptop Loan

- Terms:** You will remit the necessary annual insurance fee before taking possession of the laptop. Returned checks issued for laptop fees will result in unit being picked up.
- Acceptable Use:** You will comply at all times with the Barbers Hill ISD Acceptable Use Guidelines, and the Parent/Student Agreement form which you and your parents have signed. Any failure to comply ends your rights of possession effective immediately. You will also be subject to disciplinary action.
- Liability:** If the property is not returned or is damaged, you are responsible for the cost of repair or the replacement value on the date of the loss. In the case of theft, a police report must be filed and provided to the technology Department within 48 hours. If the laptop is lost because of negligence, you are responsible for the full replacement cost of the laptop. In all cases, lost or stolen you are responsible for the \$200 insurance deductible. Laptops not returned will be considered stolen.
- Repossession:** If you do not timely and fully comply with all terms of this agreement and the Student/Parent Agreement Form, we have the right to come to you to pick up the property at any time.
- Scheduled Evaluations:** Spot inspections of the laptops will occur regularly. Students with damaged laptops who fail to report the damage will be subject to fines and to discipline.

### General Laptop Guidelines

- Screensavers**
    - Inappropriate media may not be used as a screensaver. In addition, changing wallpaper means downloading pictures, which is prohibited and will result in a \$25 clean up fine.
    - Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols will result in disciplinary action and loss of laptop privileges.
  - Deleting Files**
    - Do not delete any files that you did not create.
  - Music, Games, or Programs**
    - Music and games are not allowed on the laptop at any time or for any reason. No exceptions are permitted. There will be a \$25 reimaging fee if any of these are found on the laptops.
    - Do not save any music, games, or programs to the hard drive. All software must be district provided.
- Violations of these guidelines will result in disciplinary action.*



## Laptop Rules and Regulations

### Student Responsibilities

- Students are responsible at all times for their laptops, whether at home or school. Misuse of the unit will result in discipline.
- Students may only log in under their assigned username. Students may not share their password with other students.
- All laptop components are to be carried in the **school provided** laptop bags/backpacks **at all times. If they are not, they will be taken up.**
- Students may not loan laptop components to other students **for any reason.** Students who do so are responsible for any loss of components or for any fees or fines that result from the loan.
- Students may **not play games, load or download any software**, music, pictures, etc. on the laptop.
- Students are responsible for charging and maintaining batteries in laptop daily.
- Laptops come with a standardized image already loaded. These images may not be altered or changed in any way.
- All students have access to a CD burner drive and a network drive on which to store data. **It is the responsibility of the student to see to it that critical files are backed up regularly to one of these two locations.**
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.
- **Do not** leave the power cord plugged into the laptop while in the laptop bag. This will cause damage to the laptop.

### Parental Responsibility

- Parents are responsible for monitoring student's use of the laptop at home at all times.
- Parents are responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- Parents are asked to monitor their students activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home. Log files showing Internet activity are available to parents upon request.



### Table of Fees, Fines, and Repair Costs

Each student will pay an annual usage fee of \$50. Students are expected to keep the laptops in good condition. Failure to do so will result in fines as specified below.

- All fines must be paid in full before laptops will be returned/reissued.
- Only components that need to be repaired will be turned in to the repair centers. Students are responsible for keeping up with the remaining components.
- In case of theft, a **police report must be filed and a copy provided to the technology department within 48 hours**. Student and parents will be responsible for the \$150 insurance deductible. Laptops will only be deemed stolen if there is credible evidence of theft.
- **“Three strikes, you are out”** - after third repair, you are responsible for the full repair cost (does not include normal wear/tear repairs).
- If laptop damage is deemed intentional, the full repair cost will be yours.

Damaged Item	High School D620/630 Fines	Middle School E-5500 Fines	Middle School D530 Fines	Intermediate Netbooks
Cracked Screen	\$50	\$50	\$50	\$50
Broken Lid	\$50	\$50	\$50	
Broken Chassis	\$50	\$50	\$50	
Broken CD Drive or Missing Cover	\$25	\$25	\$25	
Broken Keyboard	\$25	\$25	\$25	
Battery Damage	\$75	\$75	\$75	\$50
Re-Image Unit	\$25	\$25	\$25	
Lost/Damaged Power Cord	\$50	\$50	\$50	\$50
Lost/Damage Backpack or Case	\$25	\$25	\$25	\$25



## Loan of Computers and Laptops

Barbers Hill ISD is committed to the importance of a student being able to continue with his/her work when a laptop is experiencing problems. To assist with this problem:

### **Network Student Drives**

All students have a network folder setup for their use. Students can save important work in this folder. This will allow them to access needed material from anywhere on the network.

### **CD Burner Drives**

Most laptops are equipped with a CD Burner Drive. Students may purchase CD-Rom's and burn backup copies of critical files at any time.

### **Loaner Laptops**

If a laptop is damaged, it will be repaired as quickly as possible. If available, a loner laptop will be issued after all appropriate fines have been paid.

## Laptop Security

We have tried to strike a balance between usability of the equipment, and appropriate security to prevent the units from being damaged or used to cause damage to the Barbers Hill ISD system. Two primary forms of security exist:

1. **Desktop Security** - Each user has been issued a user account with limited rights. Certain activities such as downloading and installing software is not permitted on the laptops. .

2. **Filtering Software** – Barbers Hill ISD maintains an Internet filtering software package on-site. This program automatically filters all student access to the Internet. In addition, there is a second software filter package installed on each laptop unit. This filter will run when the students are home, and will help insure safe access to the Internet.

Files that show when and where students have accessed Internet sites are available within this filter package and can be provided to parents at their request.

### **What Do I Do If My Laptop is Lost or Stolen?**

1. Go immediately to the laptop room on your campus and report the missing unit to the technician. You must report within 48 hours. If it is beyond 48 hours, you may be responsible for the cost of the laptop.
2. If theft is suspected, you will need to see the district police and file a theft report. If the theft occurred off school grounds, you must obtain a police report from the appropriate law enforcement agency. It is the student and parents responsibility to obtain the report.
3. There must be credible evidence of theft along with a police report before a laptop theft can be given to the district insurance provider.
4. If the laptop is lost, you will be directed to the assistant principal. You must make every effort to locate the lost unit.
5. You are required in the athletic area to place your laptop in a locker with a lock on it and engaged. If it is not, you will be responsible for the full cost of replacing the laptop. Insurance does not cover negligence.
6. If you leave a laptop in a teachers classroom, for whatever reason, the laptop will be considered abandoned. If it turns up missing, you are responsible for the replacement cost of the laptop. Again, Insurance does not cover negligence.
7. To receive a new laptop, the \$150 deductible must be paid. Or the cost of the laptop must be remitted in full before a new unit will be issued.
8. If a student knowingly files a false police report, regarding the theft of a laptop, the appropriate authorities will be notified and appropriate legal and disciplinary measures will be taken.



## District Acceptable Use Guidelines

The guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-Rom's, digitized information, and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

### Expectations

- A. Student use of computers, other technology hardware, software and computer networks including the Internet is only allowed when permission is granted by a staff member.
- B. All users are expected to follow existing copyright laws. Copyright guide lines are posted and/or available in the media center of each campus as well as posted on the district website.
- C. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- D. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

### E-Mail

- A. E-mail should be used for educational or administrative purposes only.
- B. E-mail transmissions, stored data, transmitted data, or any other use of online services by students, employees or other users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- C. All e-mail and all contents are property of the District.



**Unacceptable conduct includes, but is not limited to the following:**

- A. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- B. Using the network for financial or commercial gain, advertising, or political lobbying.
- C. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- D. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- E. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- F. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- G. Gaining unauthorized access anywhere on the network.
- H. Revealing the home address or phone number of one's self or another person.
- I. Invading the privacy of other individuals.
- J. Using another user's account, password, or allowing another user to access your account or password.
- K. Coaching, helping, observing or joining any unauthorized activity on the network.
- L. Forwarding/distributing E-mail messages without permission from the author.
- M. Posting anonymous messages or unlawful information on the system.
- N. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- O. Falsifying permission, authorization or identification documents.
- P. Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Q. Knowingly placing a computer virus on a computer or network.



### General Guidelines

- A. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Barbers Hill Independent School District.
- B. Students are responsible for their ethical and educational use of the computer on-line services at the Barbers Hill Independent School District.
- C. All policies and restrictions of computer on-line services must be followed.
- D. Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- E. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Barbers Hill ISD Student Code of conduct booklet.

### Network Etiquette

- A. Be polite; messages typed in capital letters on the computer are equivalent to shouting and are considered rude.
- B. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- C. Pretending to be someone else when sending/receiving messages is considered inappropriate.
- D. Transmitting obscene messages or pictures is prohibited.
- E. Revealing personal addresses or phone numbers of the user or others is prohibited.
- F. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

### Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Noncompliance with the guidelines published here in the Student Code of Conduct and in Board Policy CQ may result in suspension or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to Phase III consequence of the Code of Conduct. Violation of applicable state or federal law, including the Texas Penal Code, Computer Crimes, Chapter 33 will result in criminal prosecution or disciplinary action by the district.

Begun in the 2004 - 2005 school year, Barbers Hill's laptop initiative has brought one-to-one computing to both the middle and high school campuses in 3 short years. Every student in grades 6 - 12 has access to his or her own laptop computer that he or she may use anywhere for school-related assignments and projects.

Why the expense and trouble to bring computing to a one-to-one level? Students learn differently today than a few years ago. Today's students live in a digital world; basic concepts presented with video and other digital content are more easily learned; the vast resources available digitally enrich the traditional lessons in unlimited ways; and computer-based versions of common textbooks, network communications, and interactive websites have created a rich learning environment geared toward the unique learning styles of today's students.

Barbers Hill's commitment to our students with the best technology and learning opportunities will continue for the foreseeable future.



### **Student Laptop Handbook**

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